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### Student Organization FY11-12 Recognition/Registration Form - Step 1 of 10

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Please review the following instructions.

Forms

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

Elections

The registration process can be continued at any time by resuming it in My Involvement.

Eligibility Lists

Registrations

Welcome! You have selected the "registration" option and are about to enter an application for student organization recognition. If your group already exists, you must complete this application each year to maintain your recognition status. For potential new groups, you must submit an interest form first.

■ Assignment

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Once your application is submitted, it will be reviewed by members of the OCA/Undergraduate Student Government Association (USGA) Recognition Committee. You will be notified via e-mail whether or not it has been approved.

Documents

\*PLEASE NOTE: ONLY PRESIDENTS CAN SUBMIT APPLICATIONS\*

Outcomes

\* EVERY ORGANIZATION MUST HAVE A UNIQUE PRESIDENT, VICE PRESIDENT, AND TREASURER - INDIVIDUALS CANNOT HOLD MULTIPLE POSITIONS \*

Reporting

If you are not the president, please do not move forward with the application.

Configuration

Presidents, read the following directions for each section of the application:

1. In the second step, you will create the group's profile. This is the public page that everyone who views your group will see. Presidents can edit their group's profile at any time, however, it is a requirement of the recognition process that this page is up-to-date. Further, in the third step, you will be asked to upload a logo or photo to represent your group.
2. The fourth step requires general information about your group. It consists of both multiple choice and one-word answer questions that will help reviewers gain an initial sense of what the group is and the type of members involved. Answers to all questions in this section are mandatory.
3. The fifth step is where you will provide the names and contact information for the president (yourself), vice president (or second-in-command designee), treasurer, and advisor to your group. Answers to all questions in this section are mandatory.
4. The sixth step consists of comprehensive questions about the goals, mission, and purpose of your group. Please be as detailed as possible and explain how your group's existence will benefit the Drexel community. Answers to questions in this section are mandatory.
5. The seventh step will allow your group to select multiple interests that align with your organization's objectives. Upon you choosing "interests", potential new student members will be able to conduct a general search for organizations that meet their specific needs.
6. The eighth step is where you will submit your organization constitution. If you are creating one for a new group or revamping an existing document, view a template constitution on the OCA webpage: <http://www.drexel.edu/localaffairs/forms.asp>. From there, click "Creating a Constitution". Submittal of a constitution is mandatory for all groups.
7. The ninth step is for groups affiliated with a national organization. If this step does not apply to your organization, please enter "N/A" for each question.
8. In the tenth and final step, you will recruit members. List their names and e-mail address and an e-mail will be sent to them instructing them to log on and join. As the president, you will have the ability to approve memberships and change statuses to whichever position they hold. When a change of officer takes place, only the current president can log-in and make this change on your page.

Should you have any further questions about the application process, contact the Office of Campus Activities via e-mail at [askoca@drexel.edu](mailto:askoca@drexel.edu) or visit the office on the lower level of the Creese Student Center in the Student Organization Resource Center (SORC). Thank you for your interest in creating/continuing a student organization. We wish you the best of luck in your endeavors as a student leader at Drexel!

**IMPORTANT NOTE:** The deadline for completing all necessary steps for annual recognition for the 2011-2012 academic year is Friday, November 4, 2011 at 5:00pm. All required steps must be completed by the deadline. If any steps are incomplete, the organization will be coded as "inactive" for the remainder of the year and will lose all rights and privileges associated with being a recognized student organization. Your organization will have to wait until the 2012 summer/fall terms to re-apply for annual recognition.

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### Student Organization FY11-12 Recognition/Registration Form - Step 2 of 10

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Provide some basic information about your organization.

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#### General Information

Elections

Official Name (required)

Eligibility Lists

Acronym/Nickname

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Organization Description

Organization Web Site URL (required)

https://drexel.collegiatelink.net/organization/...

External Website

Facebook Group URL

Twitter Page URL

#### Organization Contact Information

Email

Street Address

City State/Province Zip/Postal Code

Country

Phone Number Extension

Fax Number

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## Student Organization FY11-12 Recognition/Registration Form - Step 3 of 10

Current organization profile picture:



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## Student Organization FY11-12 Recognition/Registration Form - Step 4 of 10

### OCA General Information Questions

1. Please Indicate the type of registration you are submitting for your organization: *(required)*

*(required)*

- Annual Registration (returning student organizations)
- Initial Recognition (new student organizations - can only be submitted after approval by OCA of the "Interest form")

2. How many Undergraduate students are in your organization? *(required)*

*(required)*

100

3. How many Graduate students are in your organization? *(required)*

*(required)*

0

4. Are there others you consider to be members of your organization? *(required)*

- Yes
- No

5. If so, please specify:

6. What percentage of student members are full-time? *(required)*

*(required)*

0%

7. What percentage of student members are part-time? *(required)*

*(required)*

0%

8. Please select the category that best describes your organization: *(required)*

*(required)*

- Undergraduate (only full-time and part-time undergraduate students)
- Joint (groups with both undergraduate and graduate student members)

9. Select any member restrictions for your organization (select any that apply): *(required)*

- None - open membership
- Restricted - grade point average
- Restricted - major
- Restricted - sex
- Restricted - elections/selection
- Restricted - other

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9. Vice President's Drexel E-mail Address (i.e. abc123@drexel.edu):

(required)

[Redacted]

10. Who is the Treasurer for your organization?

(required)

[Redacted]

11. Treasurer's Student ID#:

(required)

[Redacted]

12. Treasurer's Phone Number:

(required)

[Redacted]

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13. Treasurer's Drexel E-mail Address (i.e. abc123@drexel.edu):

(required)

[Redacted]

14. Who is the Advisor to your organization?

Recognized student organizations must have an advisor who is a full-time faculty, administrative or professional staff member of the University. The most important aspect of the advising relationship is that of mutual agreement about the role of advisor. This agreement must be discussed and negotiated between the advisor and the student organization. At a minimum, an advisor should:

- Have basic knowledge of the history, structure and purpose of the organization
- Be aware of the organization's finances and budget, as his or her approval may be needed for financial transactions
- Provide useful guidance to help the student organization identify and attain its goals
- Be knowledgeable of University policies and procedures and civic ordinances, as well as state and federal laws that affect the activity of the organization
- Maintain ongoing contact with the officers of the organization
- Complete an online CollegiateLink form verifying the advisor role

(required)

[Redacted]

15. Advisor's Campus Address:

(required)

[Redacted]

16. Advisor's Phone Number:

(required)

[Redacted]

17. Advisor's Drexel E-mail Address (i.e. abc123@drexel.edu):

(required)

[Redacted]

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## Student Organization FY11-12 Recognition/Registration Form - Step 6 of 10

### OCA Mission and Purpose

#### 1. Do you agree to the following?

##### Privileges of Recognized Organizations:

- Increased visibility and accessibility
- Access to available services and equipment on the University City and Center City campuses
- Permission is granted to use the University name and logo when identifying the organization in accordance with University guidelines and policies on the use of the University's name and logo
- Access to funds from student activity fees in accordance with established policies, procedures and eligibility criteria
- Access to an organization mailbox in the Greenawalt Student Development Center
- Leadership materials, educational resources, and mailings from the Office of Campus Activities
- Listing of organization information in CollegiateLink and all official publications
- Opportunity to participate in the Activities Unlimited student organization fair during the Fall and Spring terms to promote and recruit
- Opportunity to acquire office/storage space on a yearly basis for student organization use
- Large and small event planning assistance

##### Responsibilities of Recognized Organizations:

- Accept responsibility for the supervision and safe operation of all sponsored programs and events
- Accept responsibility for reimbursing Drexel University for damage to University-owned property or facilities, including items such as cleanup costs, damaged property, or other contingencies related to the utilization of University-owned property or facilities
- Assure that all promotion and advertisement of events involving the use of University property or facilities shall identify the group sponsoring the event
- Maintain active and up-to-date files in CollegiateLink and with the Office of Campus Activities (membership information, constitution, officer changes, etc)
- Maintain the non-profit volunteer status of the student organization
- All officers are currently and actively enrolled full-time students in good academic standing
- Maintain membership which reflects funding source requirements
- Have president, vice president (or second-in-command designee), and treasurer attend the online Student Organization Orientation Training (SOOT) and complete the CollegiateLink quiz
- Comply with all University policies and regulations as defined in the Drexel University Student Handbook and the Office of Campus Activities Policies and Procedures Manual, as well as local, state, and national laws

I agree to the above privileges and responsibilities of recognized student organizations. (required)

#### 2. What is the mission statement of the organization?

(required)



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## Student Organization FY11-12 Recognition/Registration Form - Step 7 of 10

Select interests that represent your organization.

### Select Interests

- Academic
  - Art
  - Cultural
  - General
  - Media
  - Military
  - Political
  - Service & Philanthropy
  - Other
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### Rank Interests

- 1 Competitive
- 2 Outdoors

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## Student Organization FY11-12 Recognition/Registration Form - Step 8 of 10

Review your organization's constitution/bylaws or upload a new one.

### Constitution/Bylaws File

 Constitution.docx

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## Student Organization FY11-12 Recognition/Registration Form - Step 10 of 10

Select members to fill the positions in your organization.

Email	First Name	Last Name	Position
[redacted]	[redacted]	[redacted]	Treasurer
[redacted]	[redacted]	[redacted]	Advisor
[redacted]	[redacted]	[redacted]	President
[redacted]	[redacted]	[redacted]	Vice President
[redacted]	[redacted]	[redacted]	Member

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## Review Submission for Drexel Quidditch

Use the links below to review each step of the submission. Upon approval, changes to organizations will be entered into the system. There is no automated undo after an approval.

1. Instructions *(optional)*
2. Organization Profile
3. Organization Profile Picture *(optional)*
4. OCA General Information Questions
  - Page 1
5. OCA Officer Information Update 2011-2012
  - Page 1
6. OCA Mission and Purpose
  - Page 1
7. Organization Interests *(optional)*
8. Upload Constitution - Bylaws
9. OCA National/International Organization Step
  - Page 1
10. Organization Roster

Status: Pending

Comment:

[Approve](#)

[Deny](#)